

SECRETFILED: *Records*
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Services Division
Attn:
THRU : Comptroller *SW*
FROM : Area Records Officer, Office of the Comptroller

DATE: 11 February 1954

SUBJECT: Microfilming of Vital Materials

1. Reference is made to the inquiry of regarding the continuation of microfilming Fiscal Division payroll documents.

2. The Assistant Chief, Fiscal Division has advised that the following forms are to be microfilmed and deposited in the repository:

CSC 2806 Retirement Record
Form 33-44 Individual Payroll Data Card
WD-43 Individual Earnings Record

3. The information recorded on Form 33-44 will be supplemented by an IBM Listing of Individual Earnings Record. Form WD-43 is used for recording earnings of employees on a foreign payroll.

4. The Fiscal Division will advise when the records are available for microfilming.

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